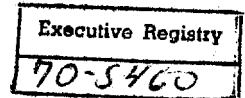


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3 November 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 October 1970

1. The workload in October 1970 was 65,960 items, 5% less than October last year. For the first four months of Fiscal Year 1971 we are running 9% less than the same period in Fiscal Year 1970.

2. As of 31 October 1970 we had an assigned strength of [REDACTED] making us one person short of our authorized strength of [REDACTED]

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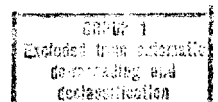
3. On 26 October 1970 [REDACTED] attended the Business Equipment Manufacturers Association Show in New York City. Although much smaller than previous shows some interesting ideas and concepts were picked up for possible future use in the Cable Secretariat.

4. A Xerox 7000 series copier/duplicator was ordered on 25 October 1970. This machine will replace an older and slower piece of similar equipment and is in line with our plans to eliminate or reduce substantially our use of offset reproduction. We have also ordered a new offset piece of equipment to replace similar equipment reaching the turn-in point. This one new piece may well be our only piece of offset equipment in use a few months from now. We have extended the test period for the AMCD copier in the hope we may find ways to use it effectively in our work. Our initial tests showed low operator acceptance due in part to frequent operating difficulties. It is possible these operating difficulties have been largely overcome. Time will tell.

5. Effective 1 October, TSD was authorized to use its own communication facilities, CSN 90-24, dated 29 September 1970. This

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reduced somewhat the number of copies of cables required by TSD, but since headquarters is always an addressee, did not reduce the number of cables to be processed.

6. On 5 October we began to furnish to the Director of the National Indication Center, [REDACTED], copies of EXDIS/LIMDIS cables. These copies are for use only by CIA personnel in the NIC.

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7. On 14 October, Col. White presented certificates to [REDACTED]

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These occasions are well worth the effort. The Cable Secretariat personnel appreciate Col. White's coming down, and take real satisfaction in his remarks re the importance of their work.

8. We are hopeful that the Collator Corporation of Seattle, Washington can come up with a much-needed sorter to replace our Keytronic Sorter.

[REDACTED]

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Y Cable Secretary